**CITY OF FLAGSTAFF**

Flagstaff is the largest community in the high country and is the county seat for Coconino County, the largest county in the United States. A historic Route 66 town, Flagstaff is ideally located at the juncture of Interstate 17 and Interstate 40. Though still reflecting a small town atmosphere, it maintains a selective growth plan with new expansion programs underway.

The City of Flagstaff is Northern Arizona’s Employer of Choice! Our City government is devoted to enhancing the quality of life of our citizens and the experience of the many visitors who are attracted to Northern Arizona.

**Date Posted: May 10, 2019**

**Vacancy No: 061-19**

**Position Title: Warrants Officer**

**Division / Section: Courts/ Municipal Court**

**Position Status: Full Time; FLSA Non-Exempt; Tenure & Benefit Eligible**

**Work Week: Monday – Friday 7:30 AM – 4:30 PM**

**Salary Range: $21.3387 Per Hour**

**Closing Date: May 24, 2019**

Actively supports and upholds the City’s stated mission and values. This is commissioned enforcement work involved with the enforcement of warrants and court orders for the Flagstaff Municipal Court. An employee of this class is responsible for locating non-complying individuals who owe outstanding fines, who have failed to appear and/or have failed to comply with other court orders of the Flagstaff Municipal Court. Work also includes noticing and serving warrants, transportation of prisoners, preparing reports, providing courtroom security, and maintaining records of work activities. Employees of this class carry firearms and possess power of arrest. Minimal supervision is received from the Deputy Court Administrator for Judicial Enforcement. Work requires the exercise of initiative and independent judgment in determining appropriate actions to be implemented in a variety of situations that may involve an element of potential danger.

This position is FLSA non-exempt.

**ADMINISTRATIVE DUTIES**

* Provides excellent customer service to both internal and external customers.
* Locates individuals with outstanding warrants or delinquent fines at the Municipal Court from address information provided by skip tracing software.
* Issues notice of warrant and obtains promise to pay documents.
* Serves failure to comply warrants.
* Arrests non-complying individuals and brings before a City Magistrate.
* Participates with Police in high visibility enforcement activity to serve warrants on individuals who are apprehended by the operation.
* Runs computer file check on individuals prior to serving a warrant or making contact.
* Transports prisoners to Municipal Court.
* Transports prisoners from other jurisdictions outside the Flagstaff area.
* Provides courtroom security when potentially hazardous conditions may exist.
* Prepares statistics on warrants served, contacts made and fines collected.
* Verifies payment and/or appearance in the Court’s automation system for active warrants.
* Completes daily activity sheets.
* Performs other duties as assigned.
* Regular attendance is an essential function of this job to ensure continuity.

**EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY)**

* Knowledge of law enforcement and public relations activities.
* Knowledge of city geography and street locations.
* Knowledge of police radio procedures.
* Knowledge of court processes and investigative techniques as it relates to locating individuals to serve warrants.
* Knowledge of personal computer software applications, particularly data management.
* Skill in the use of firearms and appropriate restraint devices and techniques.
* Skill in locating individuals using a variety of information and resources.
* Ability to give and receive orders, follow instructions, and work as a team member in a structured working environment.
* Ability to integrate training experience and common sense sufficient to identify potentially dangerous situations, make effective logical decisions and exercise the appropriate measure of tact to resolve a situation.
* Ability to communicate effectively with defendants of varying cultural backgrounds and to gather personal and confidential information with tact and diplomacy.
* Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people.
* Ability to clearly communicate requirements, options and information to defendants.
* Ability to prepare and complete legible reports and present detailed, accurate and objective oral presentations and answers to questions.
* Ability to rapidly learn and apply new methods and techniques.
* Ability to maintain physical conditioning required for performance of duties and to maintain annual re-certification requirements.
* Ability to establish and maintain effective working relationships with associate personnel, magistrates and the public.

**MINIMUM REQUIREMENTS**

* High school diploma or G.E.D.
* Current Arizona Peace Office Standards and Training (AZ POST) certification.
* Current firearms certification, as required by AZ POST.
* Current Arizona Terminal Operator Certification (TOC) within 60 days of hire.
* Any combination of education, experience and training equivalent to the above Minimum Requirements

**DESIRED EXPERIENCE AND TRAINING**

* One to three years’ experience in commissioned law enforcement work, preferably supplemented by experience in judicial processes as it relates to the serving of warrants.

**OTHER REQUIREMENTS**

* Must possess, or obtain upon employment, a valid Arizona driver’s license.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (ILLUSTRATIVE ONLY)**

* Ability to perform heavy physical and lifting exertion, sometimes under adverse weather conditions.
* After training, must be able to drive a large truck in city conditions, including narrow alleyways.
* Ability to perform strenuous labor tasks and operate equipment and trucks skillfully, safely and according to Solid Waste standard operating procedures and industry standards.
* Ability to detect needed repairs, make necessary simple adjustments, and perform maintenance on trucks and equipment.
* Ability to understand and carry out oral and written instructions and to work independently in the performance of regular working duties.
* Ability to establish and maintain effective working relationships with other employees and the general public.
* Ability to write simple reports, fill out report forms, and read route books.

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

* While performing the duties of this job, the employee is frequently required to use hands to finger/handle/feel and reach with hands and arms. The employee is regularly required to stand, walk, sit, stoop, kneel, crouch, or crawl, talk or hear. The employee is occasionally required to climb or balance, taste or smell.
* The employee must frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.
* Vision requirements for this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
* Working conditions include frequent exposure to work near moving mechanical parts, regular exposure to fumes or airborne particles, outdoor weather conditions, and vibration, and occasional exposure to work in wet or humid conditions (non-weather), and risk of electrical shock.
* The noise level in the work environment ranges from moderate to loud.

**PRE-EMPLOYMENT REQUIREMENTS**

* Fingerprints

**TO APPLY ONLINE:**

In order to apply for this position you will have to fill out a City of Flagstaff application on our website. Visit our website to apply or for more information on this position and other opportunities. You will find complete job descriptions, requirements and application information at: [**http://www.flagstaff.az.gov/jobs**](http://www.flagstaff.az.gov/jobs)

**NOTE: Applications are due to the Human Resources department by 4PM on the closing date regardless of the postmarked date.**

**TO APPLY IN PERSON:**

Applications are available and can be turned in at:211 W. Aspen Ave., Flagstaff, AZ 86001

Call our general information line at (928) 213-2090 or (800) 463-1389 to request an application by mail. Fax your resume to (928) 213-2089 or E-mail: [human.resources@flagstaffaz.gov](mailto:human.resources@flagstaffaz.gov)

**Additional information about current and open job vacancies can also be found by calling our job line at (800) 463-1389.**

The City of Flagstaff is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color,

religion, sex, national origin, disability, age, or protected Veteran status.

**AmeriCorps, Peace Corps and other national service alumni are encouraged to apply.**

**Paid Holidays** • **Paid Vacation Days** • **Paid Sick Days** • **Health/Dental/Life/Vision Insurance**